

TARRYTOWN MUNICIPAL HOUSING AUTHORITY  
50 WHITE STREET, TARRYTOWN, NEW YORK 10591

HOST/EVENT DATE: \_\_\_\_\_

**DEPOSIT OF \$50 MUST BE WRITTEN IN 2 SEPARATE CHECKS (\$25 EACH) IS REQUIRED TO HOLD THE DATE.**

**CANCELLATIONS MUST BE MADE 10 DAYS IN ADVANCE OR ONLY \$25 WILL BE REFUNDED. (\$25 REFUNDABLE IF LEFT IN GOOD CONDITION)**

**THERE IS A 50 PERSON MAXIMUM**

**RE: ALL PARTIES/EVENTS HELD IN THE COMMUNITY ROOM IN FRANKLIN COURTS**

THE COMMUNITY ROOM IN FRANKLIN COURTS IS RESTRICTED TO TENANTS LIVING IN FRANKLIN COURTS AND FRANKLIN TOWERS ONLY.

A FAMILY MAY RESERVE THE ROOM FOR A PARTY FOR ANY MEMBER OF HIS OR HER IMMEDIATE FAMILY LIVING WITH THEM WHO IS ON THEIR LEASE. FRIENDS OR RELATIVES OR ANYONE NOT ON THE LEASE ARE NOT ELIGIBLE TO RESERVE THE ROOM OR TO USE IT.

A **\$50.00 DEPOSIT** MUST BE GIVEN WHEN PICKING UP THE KEY AT THE HOUSING AUTHORITY OFFICE. THE KEY IS AVAILABLE DURING OFFICE HOURS ON THE DAY PRIOR TO USE. PLEASE PLAN ACCORDINGLY. **IF THE KEY IS NOT PICKED UP FROM THE OFFICE YOU WILL NOT BE GIVEN ACCESS.**

PERSONS WHO SERVE ALCOHOL TO GUESTS CAN BE LIABLE FOR NEGLIGENCE IF THE GUESTS GET DRUNK AND CAUSE INJURIES TO THEMSELVES OR OTHERS. THIS IS CALLED "HOST LIABILITY".

A TIME LIMIT OF **11:00 P.M.** WILL BE IMPOSED TO RESTRICT THE NOISE FACTOR FOR TENANTS LIVING IN THE AREA.

PARKING IS AVAILABLE IN THE VISITOR PARKING AREAS ONLY WITH THE PROPER TAGS ATTACHED. ALL OTHERS RISK BEING BOOTED OR TOWED. THERE IS NO PARKING IN FRONT OF THE PARTY ROOM OR GARAGE.

THE ONLY EXCEPTION WILL BE FOR COMMUNITY NON POLITICAL PROGRAMS THAT WILL BENEFIT THE TENANTS WHO LIVE HERE. THIS WILL NOT HAVE TO BE SPONSORED BY THE HOUSING AUTHORITY OR COMMISSIONERS.

THANK YOU FOR YOUR COOPERATION.

**Hold Harmless Clause**

This agreement is made upon the express condition that the **Tarrytown Municipal Housing Authority, and its employees** shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, or death to any person or property of the **Host**, its employees, or third parties, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this agreement or occasioned by any occupancy or use of said premises or any activity carried on by the **Host** in connection herewith, and the **Host** hereby covenants and agrees to indemnify, defend, save and hold harmless the **Tarrytown Municipal Housing Authority, and its employees** from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the same.

*By signing I acknowledge that I agree to the terms stated above.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FOR OFFICE USES ONLY:

For Community Room Use on: \_\_\_\_\_

Deposit of **\$50.00**

Yes

No

Refund of **\$25.00**